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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 19 May 1955

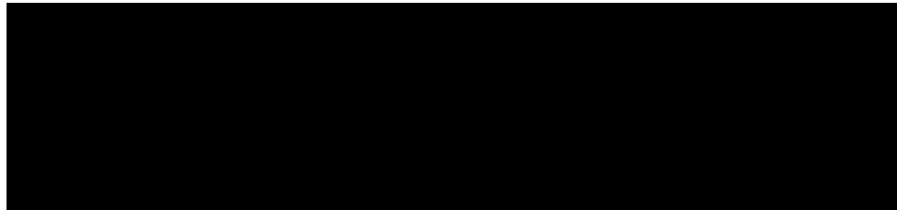
FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulatory Issuances (continued item)

Office of Logistics concurrence has been submitted to the Regulations Control Staff regarding the following proposed Agency regulatory issuances:

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b. Office of Logistics Notices and Instructions (continued item)

(1) The following OL Notices have been issued:

LN 35-310-1, Fiscal Year 1956 Operating Budget;
LN 240-100-1, Official and Nonofficial Cover.

(2) Draft of a proposed Logistics Instruction covering the submitting, processing and approving of requests for leave has been prepared and will be submitted to the Office of Personnel for review and comment.

(3) Draft of a proposed Logistics Instruction containing occupational codes, position titles, and supporting definitions covering positions found within the Office of Logistics has been reviewed by the Office of Personnel. Comments by that Office are being consolidated into a final draft.

(4) Draft of a proposed Logistics Instruction establishing policy relative to the organization of the Logistics Career Board, those individuals who will attend Board Meetings, convening of Board meetings, and voting by the Board members has been developed and will be submitted to the Logistics Career Board for approval at the next Board meeting.

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2. PROJECTS AND STUDIES IN PROCESS

a. Survey of P&R Training Needs (continued item)

Arrangements are being made to send a representative of the Printing and Reproduction Division to the Printing Management Conference at Carnegie Institute of Technology in July 1955.

b. Logistics Supervisory Training Program (continued item)

This week's program consists of a discussion on Employee Grievances led by [REDACTED] Office of Personnel. An additional program is being instituted at [REDACTED] this week.

c. Survey and Inventory of Armed Forces Training Facilities (continued item)

Details have been completed with the Office of Training for the attendance of [REDACTED] Supply Division, at the Supply Management Course, Fort Lee, Virginia, beginning in June 1955.

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

Personnel statistics for the week ending 19 May 1955 are as follows:

<u>Personnel Ceiling</u>	<u>On-Duty Strength</u>	<u>T/O Strength</u>
[REDACTED]		
Employees on LWOP	3	

b. Office of Logistics Cable Distribution (new and completed item)

The OL cable distribution requirements have been revised.

c. Special Training Program for Senior Personnel (new and continued item)

[REDACTED] are representing the Office of Logistics in the newly activated Special

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Clandestine Services Orientation Course for Senior Personnel, beginning 16 May.

d. Logistics Support Course (continued item)

Sessions on Transportation and Procurement were completed last week. Supply Management is being stressed in this week's program.

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e. Reorganization of [REDACTED] (new and completed item)

Representatives of this Staff met with representatives of the Supply Division in order to assist them in details relative to the proposed functional realignment of the Depot.

f. Participation in Basic Intelligence Program (new and completed item)

The OL Training Officer presented a lecture on "The Place of Logistics in Agency Operations" in the Operations Support Course on 17 May.

g. Quarterly Training Statistics (new and completed item)

Statistical report of Logistics training activities for the period 1 January--31 March 1955 has been completed. One hundred and thirty OL personnel participated in Logistics sponsored and Agency sponsored training programs during this quarter, an increase of 20 percent over the previous quarter.

h. Fiscal Year 1956 Operating Budget (new and continued item)

May 25, 1955 was established as the due date for the submission of the FY 1956 Operating Budget by OL components. This will allow sufficient time for the review and development of the overall Office of Logistics FY 1956 Operating Budget which is due at the Office of the Comptroller on 6 June 1955.

i. Fiscal Year 1957 Call for Estimates (new and continued item)

It is expected that during the week of 16 May 1955 the Agency Notice calling for the Fiscal Year 1957 Budget Estimates will be released. This Notice will be implemented, as in the past, by an Office of Logistics notice setting forth the required materials and the dates of submission of the various sections required. The final book of estimates will be due on 22 August 1955 in the Office of the Comptroller.

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j. Funding and Reporting on the Operational Stock Account
(new and completed item)

A meeting was held on Tuesday, 17 May 1955, in the Office of the Special Support Assistant/Comptroller with representatives of the FI Division/DD/P; the Technical Accounting Staff, Office of the Comptroller; the Supply Division and Administrative Staff, Office of Logistics, for the purpose of clarifying information contained in the Report of Issues of Operational Materiel, and to obtain additional funds for the Operational Stock Account 5-6807-10. It was proposed that beginning with Fiscal Year 1956, in order to provide more complete information to contributors to the Operational Stock Accounts, the report of issues of materiel procured under these accounts would be broken down according to the fiscal year in which the requisitions for direct procurement were made. The Special Support Assistant/Comptroller agreed to increase the present allotment under 5-6807-10 by \$100,000 which should be sufficient for the balance of Fiscal Year 1955.

k. Mail and Courier Activities (continued item)

(1) <u>Mail Activities</u>		Increase or decrease over previous report
Post Office Mail		
Incoming	4,609	/ 276
Outgoing	6,612	- 240
	<u>11,221</u>	/ 36
Postage Expended	\$781.02	- \$1.52
(2) <u>Courier Activities</u>		
Scheduled Courier Trips	330	/ 3
Special Courier Trips	171	- 7
Inter-Agency Mail by Courier		
Incoming	2,124	- 180
Outgoing	2,473	- 286
	<u>4,597</u>	- 466

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